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QUARTERLY REPORT FOR THE RECORDS ADMINISTRATION STAFF

1 January - 31 March 1966

✓ I. RECORDS DISPOSITION

1. Reviewed and approved the following Records Control Schedules:
 - a. FDD - added one new item for machine language dictionary.
 - b. OSA - new schedules for 2 components.
 - c. Central Cover Staff/DDP - revised schedules for 2 branches.
 - d. Communications - new schedule for the Signal Centers, Executive Officer and Program Coordination Staff.
 - e. NPIC - new schedules covering 27,202 cubic feet completed; 96% of these records evaluated as temporary and 4% permanent.
 - f. Security Records Division/ Office of Security - revised schedule.
 - g. Document Division, OCR - revised partial schedule.
 - h. Office of Personnel - revision for 6 items in Retirement Staff - covering 15 cubic feet - 4 permanent, 11 temporary;

Retirement Branch - new schedule - 5 items covering 11 cubic feet of temporary records.
 - i. ONE - revised schedule covering 267 cubic feet - 234 cubic feet temporary and 33 cubic feet permanent.
 - j. FMSAC/DDS&T - revised schedule.
 - k. FI/D-/DDP - revised schedule.

✓ II. VITAL RECORDS

1. Approved Vital Records Deposit Schedules for RID; Central Cover Staff; FI/D; Communications and Finance.
2. Presented two Vital Records Workshops as a part of the GSA Records Management Seminar for Federal Officials at the National Archives.

✓ III. NATIONAL ARCHIVES LIAISON

1. Reviewed status of CIA program for the Kennedy Library; arranged for Chief Acquisition Branch, OCR, to restate the requirement to the field.

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✓ III. NATIONAL ARCHIVES LIAISON (continued)

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IV. FILING SYSTEMS, EQUIPMENT AND SUPPLIES

1. Reviewed and approved requirements for specialty filing equipment for the following:
 - a. Legal Staff, O/L - shelf files for legal books, periodicals and pamphlets.
 - b. NPIC - special safe for monetary requirements.
 - c. OBI - shelf files obtained from excess at a savings of \$150.
 - d. BR/OCR - shelf files obtained from excess at a saving of \$2100.
 - e. OL - shelf files for documents and cards with net savings of \$5440.
 - f. NPIC - shelf filing to replace 25 five drawer cabinets; this equipment will more than double the filing capacity in the same physical area.
2. Recommend that OL cancel a purchase order for 100 five drawer cabinets costing about \$5500; they agreed and the agency saved this amount of money.
3. Concurred in a request from the Medical Office for a secure area in Headquarters Building to house a Motorized shelf file unit. This was approved contingent on determination that there will not be an overloading of the floor as determined by Agency Safety Officer.
- STAT 4. NPIC, inspected the use of FULL SPACE Filing Equipment by J. C. Penney, Chase Manhattan Bank and the Architects Headquarters Building in New York City. Arrangements have been made to exhibit this equipment in the Agency on 21 April.
5. Specialty Filing equipment for Cards and Documents has been borrowed from the Mosler Company and the Supreme Steel Company for exhibit purposes.
6. Arranged for Officials of Office of Security to see special equipment for Correspondence type files now used by the Veterans Administration and the Imperial Insurance Company.

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IV. FILING SYSTEMS, EQUIPMENT AND SUPPLIES (continued)

7. Assisted Office of Finance in developing plans to use shelf file equipment (Motorized) or Conserva-File in lieu of present equipment. Our recommendation to get Conserva file will provide the greatest monetary savings - \$15,297 and require about 1/3 space required for present equipment.
8. Inventoried files of Office of Chief, Computer Services and had new file labels prepared.

V. FORMS MANAGEMENT

1. Completed the processing of requirements for 71 new and 64 revised forms. These active forms have the potential of producing 3,799,450 pieces of paper.
2. Forty official forms were eliminated and as a result 198,000 pieces of paper are no longer stored in warehouse or office space.
3. Designed a new Procurement Order for Supply Division (FED/MIL Strip). This form will now be typed at the time order is prepared and if split shipments are received the original of the form can be used as a receiving and shipping document by reproduction from the NCR Diazo master. Under the former procedure an estimated 3400 retypes were required annually.
4. Designed eleven forms for Office of Planning Programming and Budget which were needed on a priority basis for the preparation of agency budgets.
5. Designed 4 new forms for Office of Finance for the Agency retirement system.

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7. Approved a new Medical Examination form which has been tested and will replace Standard Form 88.
 8. Designed 2 new forms for TSD.
 9. Designed an 8-part **Contract** Action form for ORD/DDS&T. Form is designed so that it can be automatically sent to branches as advice on contracts in process.
 10. Designed a test form for Authorization for Desposition of Pay Checks in connection with Staff Study on this subject.
 11. Collaborated with FI and Cable Secretariat in developing 5 new forms and 1 revised form to be used in a new world-wide procedure on Intelligence Information Cables.

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V. FORMS MANAGEMENT (continued)

12. Final coordination completed on new Request To Procurement Division for Services - this replaces Form 88.
13. A new External Training form was completed; this 7-part form will be used in a new computer procedure to up-date training data.
14. Six of the most extensively used Agency forms were revised in this quarter - Travel Order; Process Sheet [] Travel Order Work Sheet; PHS; External Training Request; Personnel Emergency Locator.
15. Reviewed proofs and materials for 22 forms - disapproved 3 and returned to manufacturer.

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✓ VI. RECORDS CENTER OPERATIONS

1. Total receipts 3,513 cubic feet; total eliminated 2,890 cubic feet; net growth 623 cubic feet. At the end of March the Records Center held 86,729 cubic feet, approximately 86% of its capacity.
2. The Records Center furnished headquarters offices reference service involving 33,658 items, an average of 534 per work day.
3. Thirty-nine persons from Headquarters offices visited the Center on official business.

✓ VII. TRAINING AND PERSONNEL

1. [] attended a 3 day AMA Seminar in New York on Processing Systems Analysis.
2. [] transferred to the Records Administration Staff from DDS/Dev. Comp. on 30 January 1966. He had no previous records management experience and is now receiving on-the-job training. In addition, he is following a schedule of formal training at American University in the evening, and he is attending a series of Records Management Workshops at GSA and elsewhere when they are available.
3. The Chief, Records Administration Staff made the following presentations on the Agency records management program:
 - a. 14 February - briefed the DDS, Mr. Bannerman, [] Mr. Vance and []
 - b. 8 March - DDS Staff Meeting
 - c. 31 March - Office of Chief Logistics Staff Meeting

The reaction and response to these presentations has been very good. Additional briefings are scheduled for TSD on 26 April and the JOT group on 29 April.

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